

2012 Educating Children of Color Conference

Earn academic credit - choose the appropriate 5-digit Class Nbr:

- **41094 = 1 credit hour, \$77**
- **41095 = 2 credit hours, \$154**
- **41336 = 3 credit hours, \$231**

Questions?

Campus Wide Extended Studies

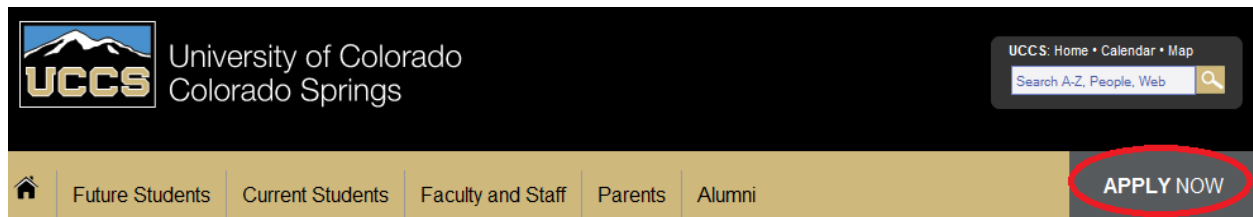
719-255-3498 or 1-800-990-8227 ext 3498

Email: cwes@uccs.edu

Website: <http://www.uccs.edu/extendedstudies>

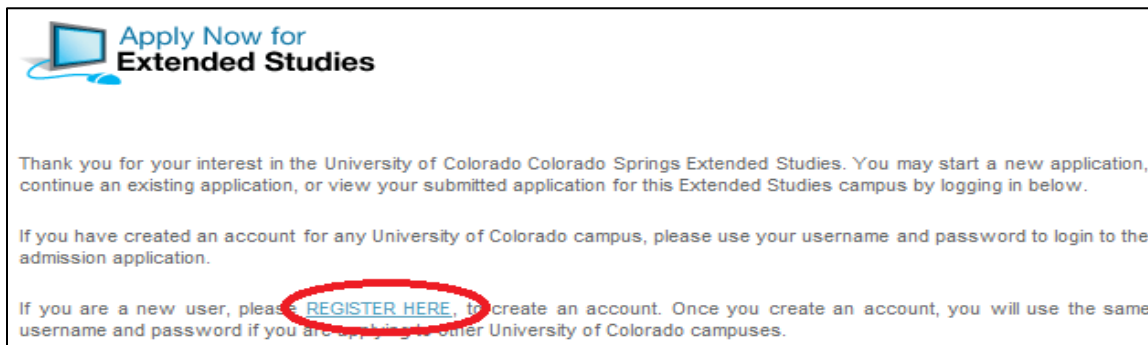
How to Apply: Non Degree Graduate

1. Go to www.uccs.edu, click on **"APPLY NOW"** in the upper right of the screen.



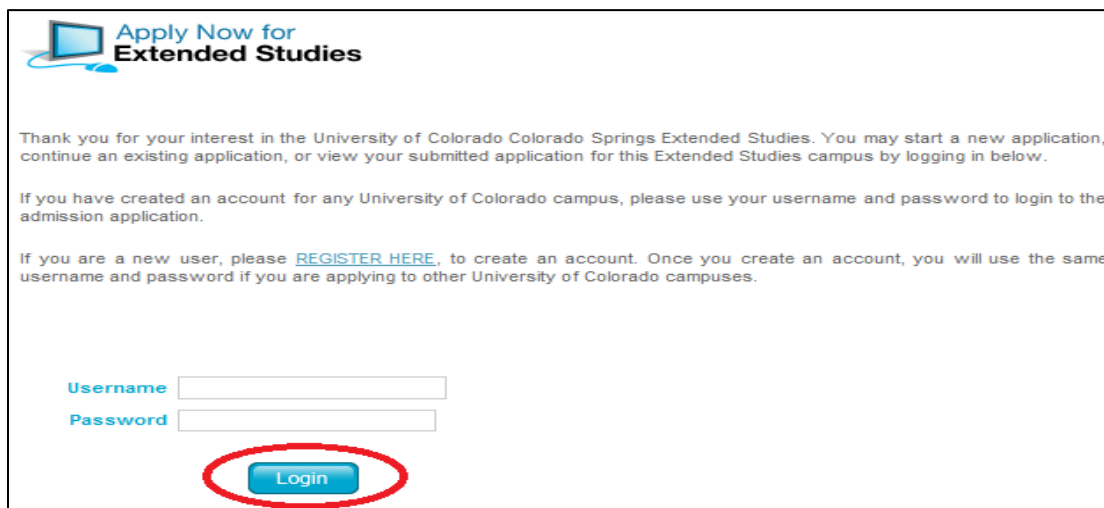
2. Click on **Extended Studies Application --- Online Application**

3. All new users will need to click on **"REGISTER HERE"** to create an account.



4. Complete the New User Registration form and create a password. Click **"Submit"**
 - You will receive two (2) emails in response to your new user registration. The first will contain your username and the other will provide the password you submitted. **The username and password are for the application only.**
 - ***helpful tip*** Keep this username and password for future access to the Extended Studies Application.

5. Return to the Extended Studies Application and login using your application username and password obtained in step 4.



6. From the drop down menus, please select the following:

- Please select a career: **Graduate Non-degree**
- Please select a program: **Non-Degree GRAD**
- Please select a field of study: **Graduate Non-Degree**
- Please select an admit term: **Select appropriate term**
- Please select a student status, I am a: **Returning Student or New Student**
- Click **“Apply for This Program”**

What is my Admit Term?

Spring = mid-January to mid-May
Summer = mid-May to mid-August
Fall = mid-August to mid-December

The screenshot shows a web form with the following fields and options:

- Please select a career: Graduate Non-degree
- Please select a program: Non-Degree GRAD
- Please select a field of study: Graduate Non-Degree
- Please select an admit term: Fall 2011 UC Colo Springs
- I am a: Please select one
- Apply for this program (button)

7. Provide your information:

- **Name, Personal Information, Permanent Address, Mailing Address, and Contact Information.**
- Click **“Save & Continue”**
- **Citizenship and Emergency Contact**
- Click **“Save & Continue”**
- **Additional Questions and Criminal/Suspension History**
- Click **“Save & Continue”**

8. Upload necessary documents if you answered “YES” on the previous page for Criminal History or Suspension.

- Click **“Next”**

9. Verify that the information you provided is correct.

- Click **“Submit Application”**

The screenshot shows a confirmation page with the following text:

Before you submit...

- Please verify that your information is correct to avoid delays in processing.

Note: If you do not hold at least a Bachelor's degree, please complete the undergraduate application.

Degree-seeking or Certificate-seeking Students: This is not the correct application for you to submit. Please contact your program advisor for your application details.

What happens after you submit your application?

You will receive an e-mail with your Student ID and instructions to claim your account for access to the myUCCS student portal.

Submit Application (button)

10. Your application has been submitted! You may choose to **“View Summary”** to print your application or **“Logout”**

11. You will receive:

- an e-mail with your Student ID and instruction to claim your account for access to the myUCCS student portal
or
- an e-mail stating your information matches an existing record. Campus Wide Extended Studies will contact you if additional information is needed to continue processing your application.

NEXT STEPS...

New students: within 1-2 business days of receiving your student ID, you will have a myUCCS student portal account created for you. The instructions below detail how to activate your student portal account, which is where you will register and pay for your classes.

1. Claim Your Account

<https://accounts.uccs.edu>

- This will allow you to obtain your username and password to access the myUCCS Student Portal.
 - ***helpful tip*** Keep this username and password for future access into myUCCS Student Portal

How to Register and Pay:

Questions?

Campus Wide Extended Studies

1-800-990-8227 ext 3498 or 719-255-3498,

Email: cwes@uccs.edu

Website: <http://www.uccs.edu/extendedstudies>

1. Login to the myUCCS student portal

<http://www.uccs.edu/~portal/> and click on "MyUCCS Current Student Portal Access."

2. Register for your course in the myUCCS student portal

- Click on **"Students"** in the top left corner
- Under "Academic Resources" click on **"Register for Classes"**
- Under "Academics" click on **"Enroll"**
- **Enter the 5 digit Class Number** under "Add to Cart". Click **"Enter"**

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2010 UC Colo Springs | Undergraduate

Open Closed Closed Wait List Available Schedule Conflict

Add to Cart: Enter Class Nbr

Course Search: Subject Area Catalog Nbr

Advanced Class Search: Class Search

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- Confirm the details of the course and click **"Next"**
- **Check the box** of the course you would like to enroll, under the **"Select"** column
- Click **"Proceed to Step 2 of 4"**
- Confirm the course and click **"Finish Enrolling"**

3. Pay for your course in the myUCCS student portal

- Click on **"Students"** in the top left corner
- Under "Financials", click on **"Pay Your Bill"**
- Under "Finances", click on **"account information, bills, and payments"**

Finances

My Account

- [Account Inquiry](#)
- [COF Authorizaton/Review](#)
- [Deposit](#)
- [Financial Aid](#)
- [View Financial Aid](#)
- [Accept/Decline Awards](#)
- [Scholarship Application](#)
- [Report Private Scholarships](#)

Account Summary-UCCS Main

Account Balance 0.00

- Due Now 0.00
- Future Due 0.00

For an updated balance, click on Account Inquiry.

Currency used is US Dollar.

[account information, bills, and payments](#)

- On the "Student Financial Services" page, click on **"Make Payment"**
- Enter the **payment amount** and **payment method** and click on **"Continue"**
- Provide **payment information** for the selected method and click **"Continue"**
- Confirm the payment information and click **"Confirm"**
- Payment is now complete. Please print and keep all receipts for you records.